



# COUNTY OF MONO

## J O B   A N N O U N C E M E N T

**FILING DEADLINE:**

Final Filing Date: Continuous

***On Call List******Temporary, Part-time***

**Bridgeport / Mammoth Lakes, CA**

**SALARY**

Salary: \$15 per hour

The County of Mono is accepting applications for temporary/part-time un-benefited staff support in the County departments not to exceed 1,000 hours per year. Qualified applicants selected for this position will be placed on a six months eligibility list from which future vacancies may be filled.

The duties for this position include, but are not limited to:

- Performs general reception and office duties.
- Assists in various department programs.
- Under supervision, assists the public and other personnel by performing a variety of services.
- Maintains office files, accounting records.
- Compiles information for records and reports; compiles data and retrieves information.
- Composes correspondence, types and/or uses word processing to prepare reports, documents, letters, forms and other items.

**Desirable Qualifications:**Knowledge of:

- General knowledge of financial recordkeeping and office procedures.
- Basic knowledge of modern office methods, practices, and procedures.
- Proper English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Policies and procedures of County and assigned department.

Ability to:

- Learn and perform a variety of fiscal and technical services for the assigned department.
- Learn to interpret and apply the policies and procedures of the Department and work unit where assigned.
- Follow oral and written directions.
- Make mathematical calculations quickly and accurately.
- Operate a personal computer and appropriate software.
- Tactfully and courteously provide a variety of public assistance.
- Maintain confidentiality.
- Establish and maintain cooperative working relationships.

**Minimum Qualifications:** Experience with office or administrative support work. Experience with public and phone contact. High School Diploma or GED. Possession of a driver's license valid in California.

**Desirable Qualifications:** Knowledge of: Good public relations techniques and exceptional customer service skills, internet and word processing capabilities; correct English and grammar usage; knowledge of Bridgeport region and Mono County. Ability to: Interact positively with the public; perform a variety of office support and administrative work.

**Selection Process:** The selection process may include any of the following: application, a written test that includes math, and an oral interview (weighted 100%).

**Application Process:** For an application, contact the County Administrative Office at (770) 932-5412 or print from website listed below. All completed County applications received in our office will be considered. Applications will be accepted by fax or email provided the application with the original signature is mailed to the address below.

**COUNTY OF MONO****COUNTY ADMINISTRATIVE OFFICE**

**P.O. Box 696 ~ Bridgeport, California 93517**

**(760) 932-5412~ (760) 932-5411 (FAX) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**EOE**